



Housing Management Office



*Quality Service for
Quality People*

SECTION A

AIR FORCE RESPONSIBILITIES

1.1. General Information. In support of your government-owned house, housing management will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas and snow removal from streets.

1.2. Initial Inspection. A housing representative, with your assistance, will perform an initial inspection to identify and document discrepancies with your home and appliances. This inspection is normally performed at the time of assignment. If you note additional discrepancies after the initial inspection is completed, please submit them in writing to the housing office within 30 days of assignment. After that time, the housing office will consider the property to be in acceptable condition and suitable for occupancy.

1.3. Maintenance and Repairs. The base civil engineer has the primary responsibility for maintaining your home. Maintenance and repair is generally accomplished by contract. To request repairs, please contact the housing maintenance service call desk at (660) 563-2477. The service call desk is open 24 hours a day, 7 days a week. Please limit calls after duty hours to emergency situations.

1.3.1. Service Call Categories. After a call is received, the service call specialist will immediately assign and provide you with a job order number and an approximate date and time the work will be performed. The three categories of service (Emergency, Urgent and Routine) will determine when the service will be accomplished.

Table 1.1. Service Call Categories.

Service Call	Response Time	Defined As
Emergency	Within 2 Hours	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security or mission. Complete utility failure (electricity, gas, heat, water, sewage or air-conditioning). Note: Air conditioning problems are classified as Emergency Service Calls only in quarters occupied by persons with medical problems and when air conditioning is specifically prescribed by a physician. A copy of the physician's orders must be on file at the maintenance contractor's office and the housing office.

Urgent	Within 5 Days	Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well-being of the residents. Examples include repairing broken windows or doors, damage caused by leaking plumbing systems where a hazard exists, leaking shower floor and appliance repair.
Routine	Within 30 Days	Work of a routine nature that does not meet the criteria of emergency or urgent. Examples include repairing fixtures, switches, outlets, globes, exhaust fans, shower heads and dripping faucets, gutters or downspouts and repair of any item for appearance only.

1.4. Refuse Collection and Disposal. You will receive trash pick-up by contracted refuse service once a week. Garbage cans (trash carts on wheels) are government-provided for military family housing units. The garbage cans should be placed curbside on the morning of pick-up service. Excess trash should be placed in appropriate containers (plastic bags, bundles, etc.) and placed curbside with the garbage cans. Do not place trash carts on the curb until after 1800 hours the night before pick-up. Please remove carts as quickly as possible after pick-up. Items longer than 6 feet will not be picked up. Such items must be broken down in size to facilitate collection or disposal by the contractor. Remember, in Missouri it is unlawful to place yard debris in normal trash pick-up. (*Please see additional information concerning disposal of yard debris under Paragraph 2.6., Environment.*) Occupants are responsible for cleaning the trash carts. Trash pick-up dates are as follows:

Table 1.2. Refuse Collection Schedule.

Area	Day of Week
Midland	Tuesday
Lakeside	Wednesday
Woodview	Thursday
Ridgeview	Friday

1.5. Resource Recovery and Recycling Program (RRRP). Whiteman Air Force Base supports recycling of our waste products. The Resource Recovery and Recycling Program now offers base housing residents weekly curbside pickup of all recyclable materials. The curbside service is provided by the base's solid waste contractor on the same day as regular trash pickup. Recyclables include corrugated cardboard, newspapers, magazines, clothes, catalogs, all glass, plastic milk and soda bottles and metal cans (aluminum and tin). Items should be separated and rinsed (if appropriate) and put into bins in the 90-gallon brown recycling containers prior to being placed curbside on trash day.

1.5.1. Base Recycling Center. The recycling center for the base is in Building 160 located in the complex at the corner of McConnell and Third Street. In addition to the items listed above, the recycling center accepts other types of scrap

metal, auto batteries (lead-acid only), yard waste, wood pallets, etc., from housing residents. Used motor oil is not accepted by the recycling center, but may be taken to the auto skills center. If you have specific questions, please contact the recycling center at 687-2017/6253.

1.6. Appliances. We provide and service ranges, refrigerators, and in some houses, dishwashers. Appliances are assigned by serial number and are recorded on the AF Form 227, *Quarters Condition Inspection Report*, on assignment. If your appliances need to be serviced, call housing maintenance at 563-2477. Please do not attempt repairs or adjustments yourself.

1.7. Base Self-Help Store. The base self-help store is located at 460 Third Street in Building 165 (the same building as housing maintenance). Normal hours of operation are Monday through Friday, 1100 a.m. – 1800 p.m., and Saturday, 9:00 a.m. – 12:00 p.m. Operating hours are subject to change during the winter months. To help maintain your home, you may select from a variety of items, such as grass seed and yard tools from the self-help store. You may want to call the self-help store at 687-4173 prior to your visit because quantities are limited.

1.8. Disposal of Dead Animals. The Entomology Section will dispose of dead animals found within the confines of the base, other than house pets where the owner can be located. They may be contacted at 687-6367. Pet owners are responsible for disposing of the carcasses of all pets that have died. These carcasses will be taken off base to be disposed of by burning, burying or taken to an off-base facility for disposal. At no time will the carcass of an animal be placed into a trash dumpster or buried on the confines of the base.

1.9. Furnace Filters. Furnaces require clean filters to operate at maximum efficiency. Filters are furnished by the government. Residents are responsible for changing the disposable furnace filters on a monthly basis. Filters may be obtained from the self-help store. Filters should be changed immediately after each preseason maintenance inspection of the air conditioning/heating units.

1.10. Grounds Care. The government will maintain grounds beyond 100 feet of your home or a reasonable natural boundary. A housing representative will identify your area of responsibility at your initial inspection. The government will also prune trees and shrubs beyond your capability. Watch for seasonal announcements through the base newspaper and marquee at the main gate.

1.11. Lockouts. An emergency key is maintained for your home at the housing office and is accessible during duty hours. After duty hours, contact housing maintenance at 563-2477 for emergency lockout assistance. For the first after-duty-hours lockout at your unit, there will be no charge. For all subsequent lockout service calls that occur after duty hours, there will be a \$30 charge. Do not attempt to break in through a window, screen or door, as you will be held responsible for any damages. At your final inspection, all keys must be accounted for. If you cannot account for all keys you received while

occupying the unit, you will be charged for rekeying the entire unit. A housing representative will assist you with payment procedures. Duplicating keys commercially is prohibited.

1.12. Name Signs. A name sign for your family housing unit *may* be provided, depending on the location and style of housing. Additional letters may be picked up or exchanged at the self-help store for rank changes, etc. No additional squadron or commercial logos/patches are permitted.

1.13. Privately Owned Appliances. The Air Force will store privately owned appliances at government expense while you are occupying quarters. Requests for storage must be submitted to the housing office within 30 days of assignment to the quarters.

1.14. Snow Removal. Civil engineering removes snow from streets in the housing area after completing mission-essential areas. Occupants are required to remove their vehicles from the streets and into driveways to facilitate snow removal. Failure to remove vehicles from the streets during snow removal operation could result in damage to your vehicle and inadequate snow removal. Vehicle owners will be ticketed by security forces and the owner will be responsible for cleaning the snow from the street where the vehicle was parked. You are responsible for removing snow from sidewalks around your home within 24 hours of snowfall. Ensure your steps, walkways and driveway are clean and safe. You are also responsible for removing snow from around fire hydrants located near your home.

SECTION B

RESIDENT RESPONSIBILITIES

2.1. Care of Exterior.

2.1.1. Basement Window Wells (Capehart Units). Window wells have water drains located under the gravel and will not drain properly if clogged by leaves, papers and other debris. Storing gas cans, hoses and similar items in these areas will also restrict the water drainage. Ensure the window wells are cleaned regularly to preclude the drains from becoming clogged, which will cause water to leak into the basement. Plastic window well covers are generally available at the self-help store.

2.1.2. Crawl Space/Vents (MCP Units). This area is intended for utility maintenance and not for use as storage or living space for pets. The crawl space vents should be checked frequently to ensure they are open during the summer and closed during the winter months to keep the water pipes from freezing. The screen should be intact at all times to keep out rodents and other stray animals. If you suspect there is standing water under your house, please call housing maintenance at 563-2477.

2.1.3. Flower Beds. You may plant flowers adjacent to your sidewalk, driveway or in cultivated flower beds. The beds may not come in contact with the foundation of the house. Plants should be placed where there will be at least 18" of clearance between the plant and the house when the plant is full grown to allow for termite inspection and chemical application. Dirt, rock, mulch and wood products need to be at least 8 inches from where the siding stops and the foundation starts. Flower beds should be sloped and packed to provide proper drainage away from the home. Edible items should not be planted in flower beds. Do not plant seeds that are poisonous or which can be a hazard. Keep your flower beds neat and free of weeds and grass. Border fences must not have sharp points and are not to be installed along the driveway. *(Please see related information in Paragraph 2.7.2., Bushes and Trees.)*

2.1.4. Grounds Care. Your assigned area of responsibility is midway between adjoining units, to the middle of the street and up to 100 feet from your house in large open areas. You are encouraged to pursue yard beautification projects that are in good taste and will enhance the overall appearance of the housing area, while not interfering with permanent landscaping and storm drainage improvements. You are permitted to place decorative lawn ornaments in your yard, but they must not detract from the overall appearance of your quarters. You are expected to provide all supplies and equipment normally needed to keep your area neat and clean. Some yard care items are available on a seasonal basis from the self-help store.

2.1.5. Streets, Driveways and Sidewalks. Your area of responsibility extends to the middle of the street. Keep driveways, carports, sidewalks and curbing free from litter, weeds, grass clippings, leaves and other debris.

2.2. Care of Interior.

2.2.1. Basements. To reduce the chances of a fire, basements should be kept free of dust, dirt and clutter, particularly around the hot water heater and furnace. Items must not be stored within 18 inches of the hot water heater or furnace. Basements are not intended as living areas or sleeping space. During the spring and fall, water seepage may occur; therefore, it is recommended that all items be stored off the floor on pallets. If you store items directly on the floor, the base legal office may not pay claims for damages. For sanitary reasons, pets should not be kenneled in the basement.

2.2.2. Bathrooms. Walls and ceilings in the tub/shower area have a tendency to mildew, especially during the humid summer months. Therefore, they should be cleaned periodically with a product to combat mildew. New fiberglass tub/shower units should be cleaned with a nonabrasive product.

2.2.3. Carpets. Occupants are permitted to install carpeting at their own expense. Glue and/or tack stripping should not be used when installing carpet. A double sided carpet tape may be used around the perimeter on all floors *except on laminate flooring*. Additionally, when carpet is laid over laminate flooring, a pad must be used under the carpet. Caution should be used in cleaning carpets. Excessive amounts of water can damage the floors.

2.2.4. Curtains. Curtains and/or mini blinds are required within 30 days of assignment. Windows are double-paned for energy conservation. Aluminum foil, paper or similar materials are not permitted for use as curtains.

2.2.5. Curtain Rods. Curtain rods may not be installed in a manner that damages patio doors or main entrance doors. Screws, nails, etc., may not be placed directly into doors or wood frames around doors and windows. When installing curtains on patio doors and main entrance sidelights, one of the following methods must be used: (1) A tension rod on the inside of the window frame; (2) heavy-duty magnets to hold the curtain rod brackets; or (3) loosen the screws in the frame surrounding the windows, slip the brackets behind the frame, and tighten the screws to hold brackets in place. Once again, you may not puncture doors or frames in any way. Additional curtain rods for your house may be available at the self-help store.

2.2.6. Doors. Screen doors should be kept securely latched on windy days to prevent damage. Keep the threshold free of snow, ice and dirt so the weather

stripping on the bottom of the door does not become ineffective. Occupants should not install deadbolts or other locks to any interior doors. Please do not use nails, screws, tacks or curtain rods on the doors. Do not use tape, decals or other adhesive materials that could remove the finish from the surface of the doors.

2.2.7. Drains. To protect drains and prevent flooding of the unit, do not dispose of diapers, sanitary napkins, paper towels and such in drains or toilets.

2.2.8. Dryer Vents. Check and clean clothes dryer lint trap after each use. Never place plastic articles in dryer.

2.2.9. Electrical and Plumbing Systems. For your safety and protection, do not tamper with crawl space electrical panels or bypass any circuit breakers. Do not modify the electrical or plumbing systems. Keep the thermostat set at 60 degrees or above during the winter months in non-basement houses to prevent water line freeze-ups.

2.2.10. Floors. Excessive water can cause damage to any floor, especially wood. Only quality wax removers should be used to prevent wax buildup. Pay special attention to corners and baseboards for dirt buildup. Since many of our houses now have laminate flooring, please be aware of the following cleaning and care instructions for laminate floors:

- Use door mats (or rugs) in the entrance area to trap loose dirt and debris from shoes as much as possible.
- Attach felt protectors to the bottom side of chair and table legs.
- When moving heavy furniture, lift it—don't drag it across the floor.
- Daily maintenance for laminate flooring involves vacuuming or sweeping the floor to remove loose dirt and grit. In the event something is spilled or tracked onto the floor, spot cleaning with commercial-type laminate floor cleaner spray and a clean, soft rag is usually all that's required.
- Use only Type W (soft) rollers for castor chairs.
- Immediately remove any liquid spilled on the floor. Laminate flooring should not be subjected to excessive amounts of liquid, nor should liquid be allowed to stand on the floor. This can result in spotting, long drying times, joint swell and other issues.
- Do not clean the floor with steam cleaners or mechanical cleaners.
- Mineral spirits or acetone may also be used to remove spots caused by crayons, markers, asphalt, dried food, shoe polish, cigarettes, nail polish and paint. Use a clean, damp cloth afterwards.
- Do not buff, polish or wax laminate flooring.
- Holes *may not* be drilled through laminate flooring for installation of cable outlets, etc. (Please refer to Section H, Self-Help Work.)

2.2.11. Furnace and Heating Systems. Your furnace is equipped with an electric igniter. If it fails to light, you will hear a clicking noise. Call housing maintenance at 563-2477 for repair. ~~Do not attempt to light with a match or lighter.~~

2.2.12. Insect Control. Before base housing quarters are assigned, there will be treatment for insects, if it is deemed necessary. Occupants are encouraged to take all measures to prevent and/or control insects. If infestations beyond your control occur, call CE customer service at 687-6350. In this area, cockroaches and ants are the most common problems. Good housekeeping practices and the use of commercial pesticides will control most household pests. Pesticides for cockroaches and traps for ants are available at the self-help store. Occupants may not contract for private pest control service without prior approval of the housing flight chief and base entomologist.

2.2.13. Kitchen. Special attention is needed to maintain the appliances, cabinets and walls in the kitchen. Clean the entire stove regularly to prevent grease buildup which could become a fire hazard. All stoves are equipped with self-cleaning ovens. Oven cleaner *should not* be used in self-cleaning ovens. Never leave cooking unattended. Interiors of refrigerators should be cleaned regularly with water and baking soda solution, and then rinsed and dried. The exterior and door gasket should be cleaned frequently to remove soil and grease. Do not use gritty or harsh detergents when cleaning. Avoid putting items such as onions, celery and raw potato peels in the garbage disposal since this may cause the cutting mechanism to jam. Do not put grease in the garbage disposal, as it will solidify in the pipes and cause stoppages. Avoid placing hot utensils on counter tops as this can cause permanent damage. Use only regular shelf paper in drawers and cupboards because adhesive backed paper in drawers and cupboards will damage the surfaces when removed. Walls should be cleaned at periodic intervals to prevent surface grease buildup. Filters in the exhaust fans should be kept free of grease and dust. Filters can be washed in very hot, soapy water, rinsed thoroughly and replaced. If replacement filters are needed, they are available through the self-help store. If you have new kitchens, the following applies: To keep the new cabinets looking good, we ask that occupants use the following steps: Please **do not** use any type of nails, screws, tacks, tape, contact paper or anything of that type on the interiors, or exteriors of the new cabinets. **Do not** use additional locks on the doors. **Do not** use decals or other adhesives on the cabinets. **Do not** drill holes of any type in cabinets. If doing any painting, use great care to avoid getting paint on cabinets. Promptly remove any paint on wood surfaces. The new vinyl flooring is a no-wax vinyl. This means do not use any kind of wax, including "instant waxes" such as Mop and Glo, etc., on the floor. A damp mop should remove almost any spot, if taken care of immediately. ~~For kitchens with~~ laminate flooring, please see special cleaning and care instructions in Paragraph 2.2.10, Floors. **CHILD SAFETY.** Due to the material that these cabinets are constructed of (press-wood/particle board with veneered finish), the strength of this material will not sustain the force necessary to ensure a child-proof lock is indeed child proof. The manufacturer of these cabinets and the civil engineer structures section concurs with this recommendation. Both stated that the screws would pull out

and cause irreparable damage to the cabinet. Child safety is a priority with us. We suggest using a belt-type, child-proof latch that goes on the cabinet handle. Remove sharp utensils from drawers that are within a child's reach. Further protection can be added by using a child gate at the entrances to the kitchen. If you have any questions, please call the housing office at 687-7171 or 7692.

2.2.14. Walls. Use mild soap and warm water for cleaning walls. You must not apply adhesive-backed materials, decals, etc., to the walls since removal can cause damage. Use nails or picture hangers for hanging pictures and objects. Please make sure doorstops are in place to prevent damage to walls. Occupants may not place screws, nails or make holes of any type in wood trim or baseboards.

2.3. Liability for Damage to Family Housing, Equipment and Furnishings. Under Federal Law (10 USC 2775), as amended by the FY85 MILCON Authorization Act, members of the armed forces occupying military family housing shall be held liable and accountable for loss or damage of family housing, equipment and/or furnishings caused by the abuse or negligence of the member, the member's dependents and/or the member's guests. While the amount of liability is limited to 1 month's basic pay in cases of simple negligence, members are liable for the full amount of damage or loss in cases of willful misconduct or gross negligence as determined under the guidance of AFM 23-220, Reports of Survey for Air Force Property. AFM 23-220 provides guidance on how to determine responsibility and pecuniary liability. It explains in which situations claims may be waived or limited, as in the case where damage is caused by the member's dependents or the member's guests and the member had no opportunity to prevent the damage. It also provides direction on how to request reconsideration and describes appellate procedures for unwaived claims. It further explains how to submit requests for remission of debts in the case of enlisted members.

2.3.1. Damages to Housing. When damages beyond reasonable wear and tear are determined to be your responsibility, you must meet Air Force standards when completing the repair or replacement. The housing office staff can fully explain your options to repair or replace damaged items and the method of payment.

2.3.2. Repair Costs. The following list of most commonly damaged and destroyed items is not all-inclusive, but shows typical costs. Costs may vary, depending on circumstances. Cost does not include labor. Residents are also responsible for other types of damage, including damage to the yard or house caused by pets, damage resulting from water beds, damage caused to water faucets from frozen garden hoses and most other damage caused by negligence.

Table 2.1. Typical Repair Costs.

Item	Replacement/Repair Cost
Air Conditioner Condenser Line & Wire Repairs	\$1.68 - \$1,500.00
Appliance Gasket Replacement	\$35.20-\$68.00
Ceiling Fan Replacement	\$68.00
Countertop Replacement	\$15.00 per linear ft

Door Replacement (Shower)	\$216.00
Door Replacement (Storm)	\$253.00
Door Replacement (Interior Door)	\$50.00 - \$150.00
Door Replacement (Exterior)	\$178.00 - \$1,500.00
Door Knob Replacement (Interior)	\$5.77
Door Knob Replacement (Exterior)	\$48.00
Garage Door Opener Replacement	\$26.97
Garbage Disposal Replacement	\$104.00
Gutter Replacement	\$2.40 per ft
Heating Vent Replacement	\$6.97-\$10.00
Light Globes	\$5.00 - \$30.00
Lock, Interior Repair/Replacement	\$18.00 - \$40.00
Mini Blinds Replacement	\$20.00 - \$100.00 each
Mirror Replacement	\$10.70-\$29.90
Range Hood Replacement	\$68.98
Sewer Main Stoppages (Removal of baby wipes, tampons, grease, etc.)	\$72.00
Stair Tread Replacement	\$19.60 each
Storm Door	\$253.00
Stove Self-Cleaning Lock Replacement	\$68.68
Toilet Stoppages (Removal of toys, diapers, etc.)	\$23.00
Toilet Stoppages (Resulting in replacement)	\$120.00
Trim Replacement	\$1.56 per linear ft
Window Gear/Crank Replacement	\$5.75 - \$50.00 each
Window Replacement	\$10.00 per sq ft
Window Screen Replacement	\$2.88 per ft

2.4. Insurance. We encourage you to consider buying commercial insurance (renters insurance) to cover your personal liability for government property and your personal property if you have a major loss while residing in family housing. Renters insurance should clearly include personal liability coverage for loss or damage to family housing, furnishings, and equipment. You may be able to obtain liability coverage for government property without insuring your personal property if you do not desire to insure the latter. The housing office can inform you about the replacement value of your home based on net square footage and grade, as authorized by public law. The housing staff or the base legal office can answer specific questions.

2.4.1. Determining Replacement Values. In determining replacement values for your home, use the lower amount determined by either of the following procedures: Multiply \$37 per square foot times the gross floor area shown on the real property record (the housing office will provide this to you), or use the amounts shown in the table below:

Table 2.2. Replacement Values.

Grade	Bedrooms	Amount
E1/E6	2	\$42,000
	3	\$53,000
	4	\$59,000
E7/E9 and 01/03	3	\$59,000
	4	\$64,000
04/05	3	\$62,000
	4	\$68,000
06	4	\$75,000
07 (commander housing)	4	\$102,000

Example:

A TSgt occupies a home designated on real property records as company grade, 3 bedroom, or (distributed for assignment purposes to a junior noncommissioned officer) which has 1,537 square feet (gross): $\$37 \times 1,537 \text{ square feet} = \$56,869$ or from the chart \$53,000. In this case, the member's liability is limited to \$53,000 (the lesser amount), in which case the member may wish to obtain insurance for \$53,000. In no case should member liability for damages caused by gross negligence or willful misconduct exceed the amount the Air Force is authorized to spend on replacement construction.

2.5. Energy Conservation. As a housing resident, we need your assistance in conserving energy. Fewer dollars for housing and rising utility costs require us to use good judgment and do what is prudent and practical to conserve utilities.

2.5.1. Electricity. An organized effort must be expended to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of electrical appliances and lights, especially during the peak demand periods of 1200 to 1800 hours. **Do not leave outside lights on during daylight hours.**

2.5.2. Heating and Cooling. Recommended temperature settings are shown below. Conserving these resources will result in large monetary and heating fuel savings for the installation without jeopardizing your health. Please help to minimize fuel waste. If anyone in your family has a health condition necessitating *emergency* service for air conditioning or heating, please furnish the housing office a copy of the medical documentation.

Table 2.3. Recommended Temperature Settings.

	Day	Night
Heat	70	68
Air Conditioning	78	82
Hot water heater setting should not exceed 120 degrees.		

2.5.3. **Water.** Normal and reasonable use of water is not restricted. However, since excessive usage results in increased costs, we must eliminate waste. Watch the base newspaper for lawn watering schedules when restrictions are required.

2.6. **Environment.** To protect the environment, do not pour waste engine oils, engine coolants, car grease and similar products into the plumbing, drainage system or onto the ground. Take such products to the Auto Skills Center, 837 Vandenberg Avenue, phone 687-5689, for proper disposal. Do not burn leaves or refuse. Senate Bill 530 states that lawn clippings, leaves, etc., *may not* be dumped in Missouri landfills. During the summer months, yard debris is picked up on your normal trash day by the refuse contractor. Summer months are April through November. During December through March, yard debris is picked up curbside by the base Green Team. This service is provided on Mondays and Thursdays for the entire base, regardless of your regular trash day. Christmas trees will be picked up twice a week for 2 weeks following Christmas. They may also be taken to the recycling center at the corner of Third Street and McConnell and disposed of in the yard waste bin. When putting yard debris curbside, it must be in biodegradable containers such as paper bags or boxes. Biodegradable bags are generally available at the self-help store. **NO PLASTIC BAGS ARE PERMITTED!!** Wood products (limbs, etc.) must be bundled into 4-foot lengths or taken to the recycling center.

2.7. Inspection Standards for Family Housing.

2.7.1. **General Guidelines.** Residents are expected to maintain a neat appearing lawn. The base will periodically inspect the appearance of the entire military family housing area. We issue discrepancy notices to occupants not meeting appearance standards. The first deviation from base yard standards will result in a **HINT** posted on your door. The second deviation from base yard standards will result in a **FIRST NOTICE** posted on your door. In addition, a copy of the notice will be sent to your squadron. The third deviation from standards will result in a **SECOND NOTICE** posted on your door. In addition, a copy of the notice will be sent to your squadron. The fourth deviation, the **THIRD** and **FINAL NOTICE**; will also be posted on your door and sent to the 509th Mission Support Group Commander and your squadron. Failure to consistently comply with housing standards could result in you losing your base housing privileges; i.e., being forced to move off base.

2.7.2. **Bushes and Trees.** Bushes and trees should be trimmed in a reasonable manner, generally lower than or even with the window sill. Shrubs located near an intersection must be kept trimmed in a manner that will prevent them from blocking the view of motorists. Shrubs should be pruned to promote correct growth. Suckers growing from the base of trees, need to be removed to keep the trees healthy. If you desire to plant bushes or trees, an AF Form 332 must be processed and approved through the housing office to ensure conformance with the base landscaping plan. For additional information or assistance, contact the housing office at 7-1840. Climbing vines are not permitted to grow on, or in front

of, the house, storage shed or carport, as they could cause structural damage. Shrubs should be planted no closer than 24" to foundation and trees no closer than 20' of any building.

2.7.3. Carports. Carports must be neatly maintained. While storage is limited, these areas must not be cluttered or unattractive. Appliances, furnishings, equipment and boxes must not be stored in the carport or yard area. Cords and ropes secured to the structure for the purpose of hanging clothes, swings, etc., are not authorized. (Swings in trees are also not authorized.) Oil spots should be prevented whenever possible. If they occur, remove promptly with a good concrete cleaner. Do not use any product that will damage the concrete.

2.7.4. Edging of Grass. Edge sidewalks, curbs, driveways, etc., to maintain a neat appearance. Do not dig a trench when edging.

2.7.5 Grass in Cracks and Crevices. All grass should be removed from cracks in sidewalks, driveways, curbs and doorsteps.

2.7.6. Grass Mowing. Grass mowing should be accomplished as necessary to maintain a neat appearance. *With the exception of new sod*, grass should not exceed 3 inches in height. Occupants are responsible for mowing midway between their quarters or up to 100 feet. Special care should be taken when mowing areas that have recently been reseeded or when new sod has been laid. Once the grass or sod is well-established, it should be mowed with the mower on the highest setting to avoid damage to the new grass. Mow to a height of about 3-3.5 inches. New sod should generally be given 2-3 weeks to take root before it is mowed for the first time.

2.7.7. Grass Trimming. Trim grass around house foundations, doorsteps, splash blocks, storage sheds, privacy fences, air conditioners, timbers and all other decorative lawn items as necessary.

2.7.8. Removal of Debris. The lawn must be kept free of debris (paper, cans, candy wrappers, cigarette butts, old newspapers, etc.). Additionally, items such as tires, plywood or other miscellaneous items leaning against the house or carport must be disposed of or stored.

2.7.9. Seasonal Decorations. For outside Christmas lights, you must pay attention to limitations on the number of strings of lights that can be safely connected together. This limit is usually no more than three. Use Underwriter's Laboratories (UL) approved outdoor power strips and extension cords. Make sure plug connections are clear of standing water hazards. You are reminded that we occasionally have high winds in this area. This should be considered when decorating outside. Do not attach lights to the unit with any type of nails, screws or other metal fasteners. There are numerous plastic clip items available for purchases, which can safely attach lights to the roofs, gutters or windows. Do not

pierce the siding in any manner. Decorations will not be placed where it would require individuals to get on top of carports and roofs. Seasonal decorations are permitted to be lit between the hours of 1800-2300 only, from the week after Thanksgiving through New Year's Day. Do not keep them lit all night or in daylight hours. Seasonal decorations must be removed no later than the second week of January. They may not remain on the house year-round. Outdoor decorations for other holidays (Easter, Fourth of July, etc.) must be removed no later than 30 days after the holiday has passed. If you are in doubt about approved ways to decorate your house, call the housing office at 687-7692 or 687-7171.

2.7.10. Signage. Yard sale signs posted at designated locations are the only signs allowed in military family housing. (See additional information on yard sales in Paragraph 7.2.1., General Rules.) No other signage is permitted in housing.

2.7.11. Water Hoses. Be sure to remove water hoses from outside water faucets and close crawl space vents whenever the outside temperature falls below 32 degrees. Failure to do so may cause pipes to freeze and burst inside the house, which could result in you being charged for damages.

2.7.12. Leave or Extended TDY. You must not leave your home unoccupied for extended periods of time. If you plan to be away from your home for periods in excess of 3 days, you should arrange for security and prudent care of your home. You can fulfill this responsibility by notifying the housing office, in writing, of your intended absence and the name of the person you designate to perform normal maintenance, and to whom you have given access to your home. The housing office has vacation/TDY form letters that can be completed and placed in your housing file. You should also notify security forces of your absence for patrol purposes.

2.7.13. Maintenance and Repair. You are responsible for simple maintenance and repair of your home, as required by the Air Force. We expect you to take prudent care of your home, and hold you responsible for routine maintenance, simple repairs and housekeeping, such as changing light bulbs, replacing heater and air conditioner filters, securing door stops, replacing sink stoppers, cleaning stove burners, plunging toilets and sinks and basic insect control. Housing maintenance may still perform this work when your home is vacant or when emergencies arise. We encourage you to use the self-help store to get supplies to assist you with maintenance and simple repairs.

2.7.14. Social Visits. Housing residents are responsible for their guests. In accordance with AFI 32-6001, *Family Housing Management*, social visits of military personnel or their dependents who are assigned to the installation and civilians residing *outside the commuting area* are limited to 30 days. Social visits by personnel residing *within the commuting area* are limited to no more than 2 days. Relatives of the military member or the member's spouse are not

considered social visitors, regardless of the period of stay. The housing office must be informed in writing of the identification of the visitors. Sample letters to request approval for extended visits are available at the visitor's center at Spirit Gate.

2.7.15. Swimming and Wading Pools. Only above-ground swimming pools are authorized with a maximum size of 12 feet in diameter, 3 feet deep and no more than 2,000 gallon capacity. Wading pools should be supervised at all times and emptied when not supervised. Large pools must be covered, locked and the ladder removed when not in use. Pools designed where the top can be removed by pushing in on the inflated side walls are not considered "locked," and for safety reasons, may not be left unattended when filled with water. If left filled, these pools *must* be placed in a fenced area behind the quarters and *must be properly secured* when not supervised. Lawns will be restored to the original condition when pools are removed. It is suggested that you contact the base legal office regarding liabilities before installing a pool. All swimming pools require approval on an AF Form 332, Base Civil Engineer Work Request, prior to installation.

2.7.16. Telephone Installation and Repairs. Telephone service may be obtained by contacting the Southwestern Bell Telephone Company. Their telephone number is located on the quick reference listing at the back of this brochure. The telephone wiring that extends from the facility service entrance to the telephone jacks in the house will be provided and paid for by the Air Force. The cost for repair of this wire (commonly referred to as gray wire) and jacks will also be paid for by the Air Force. If problems are encountered with the wiring of the two jacks, contact housing maintenance at 563-2477 for repairs. Do not contact the telephone company. Repair of the telephone instrument itself is the responsibility of the occupant. Repairs to the service entrance cable is the responsibility of the local exchange carrier. Should a service call be made by the occupant and the trouble is found to be with the instrument, the occupant may receive a service call charge and may be held responsible for payment of the charge.

2.7.17. Trampolines. Trampolines are authorized in family housing, but certain restrictions apply. The housing office must approve installation of trampolines in advance. Residents should submit their requests on an AF Form 332 directly to the housing office. Trampolines must be placed in a fenced area behind the quarters and must be properly secured when not in use. If a trampoline ladder is used, the resident should remove it from the trampoline when leaving the area to prevent unsupervised access by small children. The following safety measures are recommended:

- Allow only one person on the trampoline at a time.
- No child under 6 years of age should use a full-size trampoline (over 20" tall).

- Always supervise children while they are using the trampoline.
- Trampoline enclosures can help prevent injuries from falls.
- Make sure the surface under the trampoline (the safe fall zone) is soft. The safe fall zone should be free from hazards such as walls, toys and furniture.

2.7.18. Waterbeds. Residents may install waterbeds if the following weight limitations and directions are followed:

2.7.18.1. Capehart (Basement Units). An AF Form 332 must first be processed through the housing office. Special supports are required if the weight of the waterbed exceeds 25 pounds per square foot. Drawings are available in the housing office that specifically depict how the supports must be installed. These drawings will be furnished to occupants when the AF Form 332 is processed.

2.7.18.2. MCP (Non-Basement Units). Waterbeds are not permitted in these units if the weight exceeds 25 pounds per square foot.

SECTION C

FIRE PROTECTION

3.1. Fire Protection. The fire department is responsible for instructing residents on procedures to follow in case of a fire. As head of your household, you should instruct all members of your family in fire protection.

3.2. Fire Evacuation Plan. A home fire evacuation plan should be made with primary and alternate routes of escape. Establishing and practicing your escape plan, as a family activity, may save the lives of your family. Please make the fire department aware of handicapped family members.

3.3. Smoke Detectors. An inspection of smoke detectors should be performed at the initial inspection of your quarters. You are required to perform an operational test of the detector(s) once a month and vacuum the exterior sensing area quarterly.

3.4. Fire Reporting. If a fire occurs in your home, get out as quickly as possible. If it's smoky, get down, stay low and crawl to safety. Once outside, go to a predetermined family meeting place and send a member of your family to a neighbor to immediately phone the base fire department at 911. Give the fire department your name, house number and street. Do not hang up until you are told to do so. **For fire, police and ambulance, dial 911.**

3.5. Exits. All exits must be clear of any items that would obstruct your escape in case of a fire. For example, lawn chairs, hoses and potted plants should not be stored in the alcove at the front door of Capehart units.

3.6. Gasoline Storage. Never store flammables in the home, and do not store more than three gallons of flammable liquids. Outside storage areas should be child proof.

3.7. Barbeque Grills. Grills should be lit and supervised by adults only. They must be kept away from building overhangs, porches and carports. Do not use gasoline as a fire starter.

3.8. Clothes Dryers. Check and clean clothes dryer lint trap after each use. Never place plastic articles in dryer.

3.9. Cooking Appliances. Never leave cooking unattended. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance and call the fire department—911. **NEVER USE WATER. DO NOT ATTEMPT TO MOVE THE PAN.** The filter on the kitchen exhaust fan should be cleaned often. This will prevent the accumulation of grease.

3.10. Housekeeping. Please do not let trash accumulate in closets, attics, storage areas or near any type of heater.

3.11. Power Equipment. Turn off lawn mowers and edgers and let them cool before refueling.

SECTION D

SECURITY FORCES

4.1. Firearms. For information on firearms and ammunition in family housing, contact the security forces at 687-5810 during duty hours.

4.2. Fireworks. Fireworks are strictly prohibited in family housing.

4.3. Inoperative Vehicles. Vehicles that have no current license plates, Whiteman Air Force Base registration tags or are otherwise not drivable, are considered inoperative and are not allowed in the housing area because of limited parking space.

4.4. Off-Road Vehicles. In accordance with WAFBI 31-204, *Installation Traffic Control*, privately owned vehicles designed specifically and exclusively for off-road use may not be operated anywhere on Whiteman AFB, including military family housing. This restriction includes all-terrain vehicles, 4-wheelers, etc.

4.5. Parking. Family housing streets have limited widths and emergency response vehicle access dictates the need to limit parking to one side of the street. Be reasonable, considerate and talk to your neighbor when problems or misunderstandings occur. Do not park on lawns or communal grounds in the housing area. Refrain from parking in the street during winter months as snow removal operations by civil engineering will be hindered. On-base parking of privately owned vehicles will be in driveways or authorized parking areas only. Prohibited areas are as follows: (1) on grass, seeded or dirt areas, and (2) within 20 feet of a crosswalk or 15 feet of a fire hydrant. Parking against the flow of traffic is prohibited.

4.6. Recreational Vehicles. Only motorized recreational vehicles and boats on trailers may be kept in the housing area. In no case will these vehicles be parked in the street, on lawns or in communal areas. In all cases, park motorized recreational vehicles in driveways so as not to block sidewalk right of ways. Boats are to be parked only on the top portion of the driveway. Motorcycles are to be parked in the driveway and not on the sidewalks. Nonmotorized recreational vehicles, utility trailers, horse trailers, campers, camper tops and similar items are prohibited from the housing area, other than for a 24-hour loading and unloading period. If you need a place to store recreational or other vehicles, consider on-base storage managed by outdoor recreation as an option. This storage area is located at the south end of the runway. A minimal fee is charged for each 6 months of storage. Outdoor recreation may be reached by calling 687-5565.

4.7. Security Forces Patrols. The installation commander is responsible for controlling and safeguarding base property. The security forces routinely patrol housing areas on a daily basis. When notified, security forces will usually investigate incidents under their jurisdiction. Direct inquiries concerning law enforcement to the security forces law

enforcement desk at 687-3700. In you witness a crime in progress, contact the security forces-at-911.

4.8. Visitor Reception. To facilitate entry for visitors, occupants/escorts (16 years of age or older) may notify the security forces visitor's center located at Spirit Gate by telephone at 687-2833. You must provide the names of visitors and the time of expected arrival, as well as the destination address of the visitor. During base alerts and increased force protection conditions (FPCON), sponsors must meet visitors at the gate.

SECTION E

GOOD NEIGHBORS

5.1. General. Family housing and close neighbors are synonymous. We appreciate your support and cooperation in the following areas.

5.2. Curing of Wild Game. Hunters are asked to be considerate of neighbors. Carcasses may be hung for curing purposes for no longer than 24 hours. The entire carcass must be covered; i.e., draped in a sheet or blanket. The carcass must be at least 3 feet off the ground. Carcasses may not be hung from trees. All game should be field dressed.

5.3. Noise Control. Excessive noise is the primary complaint received in the housing office. Many residents work shifts and sleep during the day. Please be considerate.

5.3.1. Parties. Many complaints can be avoided by informing neighbors before having a party.

5.3.2. Excessive Stereo and Television Volumes. Don't assume your neighbors enjoy the same type of music or television programs that you do. Please keep the volume down inside and outside your home.

5.4. Control of Children. Please be aware of where your children are at all times.

5.4.1. Supervision. Please closely supervise your children. For complete details on local policy, please see the Youth Supervision Guidelines in the back of this brochure.

5.4.2. Playgrounds. Avoid using your neighbor's yard and housing area streets as your child's playground. The base provides playgrounds for your children. In order to keep them safe, we perform inspections, but items do break between these inspections. We ask that you—as a parent—also do periodic inspections for the safety of your children. If you identify problems or concerns with the playground equipment, report it to the housing office as soon as possible. Your child's safety is paramount.

5.5. Pets. Pet owners must assume several responsibilities when acquiring pets. They must be responsible for the health and welfare of the pets. Not only is rabies an ever present threat, but the fears, disfigurement and suffering accompanying animal bites must be prevented. You can help prevent bite incidents and other problems by adhering to the following requirements established by Whiteman AFB Instruction 31-201, *Domestic Animal Control*. Owners must assume responsibility for the actions of their pets. Occupants need to be aware that pets can cause damages to outside air conditioning

systems. Make sure your pet is kept away from these compressors so that damages do not occur.

5.5.1. Veterinary Requirements. On Whiteman AFB, all dogs and cats over 3 months of age must be vaccinated against rabies and distemper. Additionally, all animals must be registered with the veterinary treatment facility within 5 work days of their arrival into base housing. Pet owners will terminate this registration prior to departing on a PCS. The registered pets will receive a rabies tag/WAFB registration tag. It must be worn by the pet at all times.

5.5.2. Pet Limitations. Possession of more than three animals of any type or wild, exotic or farm animals, requires the written permission of the 509th Mission Support Group Commander. Pets are restricted to three per unit. Rodents, reptiles, fish and birds are accepted as pets, but must receive proper care. Breeding or raising of animals in military family housing for shows or for commercial purposes is prohibited. Also, operation of a commercial-type kennel in government quarters is prohibited.

5.5.3. Control of Pets. Registered pets will be kept on the premises of the owner. This requirement may necessitate construction of an approved fence to prevent the escape or unauthorized entrance of children or other persons into the pet's domicile. Pets will be leashed when outside of your home or in a fenced yard. Buried underground fences are not allowed. Do not let your pet become a neighborhood nuisance because of excessive barking and invading the privacy of others. Pets will not run at large, be tied or chained outside without direct supervision. Pets which are under positive voice control by their owner may be allowed to be off-leash in base parks and picnic areas only and must not be a nuisance to or hinder the use of the area by other people or pets. They will not be tied in a location that blocks entryways to the house, be allowed to interfere with normal pedestrian traffic or be tied or chained in a manner causing damage to real estate. If your pet damages your yard, it is your responsibility to repair these damages.

5.5.4. Stray/Lost Animals. Stray *domestic* animals should be reported to the Law Enforcement Desk at 687-3700. A patrolman will attempt to capture the animal and locate the owner. If ownership cannot be determined, the animal will be taken to the law enforcement desk and placed in the stray animal holding area. If the animal remains unclaimed, it will be transferred to the Warrensburg Animal Shelter. Housing residents who are missing pets should contact the law enforcement desk at 687-3700.

5.5.5. Pet Shelter/Care. The pet's domicile area must include shelter and adequate shade. Water must be provided at all times. Female pets in season will be kept indoors only. Pets must not be confined in unventilated enclosures. They are not permitted inside public buildings. Dog houses and/or animal shelters should be located to the rear of the quarters and should not be visible from the

street. These structures require an AF Form 332, and must be approved by the housing office. Dog houses and animal shelters must be of sound construction, maintained in good repair, painted, kept clean at all times and must not detract from the overall appearance of the quarters.

5.5.6. Cleanliness of Pet Areas. Feces will be removed from assigned premises and pet exercise areas on a daily basis, with the exception of family day care homes, where feces must be removed immediately from the children's play areas. Pet owners will be responsible for discarding feces, either by flushing in toilet or placing in a closed container. It will not be hosed into the soil. Owners must ensure cleanliness of their pet's area to control and prevent vermin infestation.

5.5.7. Animal Control Violations. Domestic Animal Control Violation (DACV) notices will be issued for violation to WAFBI 31-201, *Domestic Animal Control*. Individuals who receive two DACV notices within a 12-month period may be subject to having their on-base animal privileges revoked.

5.6. Vehicle Repairs. Major repair work on your vehicle/boat is not authorized in the housing area. This includes changing the oil, engine work, body work, etc. The auto skills center or some other location of your choice should be used for this repair work... This not only maintains the desired appearance in the housing areas, but also shows consideration for your neighbors.

SECTION F

~~SPECIAL CLIMATIC SITUATIONS~~

6.1 General Information. The Whiteman area is subject to tornadoes, particularly during the spring months. If a tornado becomes a threat, the base sirens will sound a 3- to 5-minute steady tone. If your house is equipped with a storm shelter or basement, you should seek shelter there immediately. If not, go to a small, all-interior room on the lowest floor, like a hall or a bathroom. Use heavy furniture for shelter or cover yourself with a blanket. The key to tornado survival is to be prepared and take immediate action when a warning is issued or when you spot a tornado. Remember, the actions you take during a tornado may save your life and the lives of your family members.

SECTION G.

COMMUNITY/RESIDENTIAL ACTIVITIES

7.1. Business Enterprises. Some businesses operated for profit may be conducted from your home on base. Requests for approval to operate such businesses must be submitted in writing to the housing office. Sample letters are available at the housing office. Contact the housing office at 7-1840 for additional information and guidance.

7.2. Lawn, Garage and Carport Sales. Yard sales are normally approved as a service to both sellers and buyers who reside on, or have unrestricted access to, Whiteman Air Force Base. Personnel not otherwise authorized access to Whiteman will not be permitted on base to participate in a yard sale. To conduct the sale, you must obtain the housing flight chief's approval at least 4 days prior to the day of the sale.

7.2.1. General Rules. The following general rules apply:

- The appearance of the quarters must be maintained in a neat and orderly fashion.
 - Residents will be authorized one 2-day yard sale per calendar year.
 - Items to be sold will be displayed within the carport or driveway area. During inclement weather, the sale may be held in basements.
 - Purchased items must be picked up on the day of the sale. Unsold items must be returned to storage or used immediately following the sale.
 - Signs advertising sales are available at the housing office, 101 Gray Lane, and are the only signs authorized. No other signs are to be placed in the yard and no signs are to be attached to the house, structure, carport, trees, utility poles or street signs. One sign will be issued and is to be returned no later than 2 *days* following the sale. Any writing, tape, etc., must be removed before the sign is returned. Yard sale signs may not be posted anywhere on Spirit Boulevard or Arnold Avenue. Signs may only be posted at designated areas located at most entrances to housing areas.
 - You may advertise the sale in the base newspaper; however, other sources of advertising are discouraged.
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7.3. Solicitation in Family Housing. Solicitation, fund-raising, Scout activities, school sales, etc., require prior approval of the 509th Mission Support Group Commander. Send your request to the public affairs office and it will be routed to the 509 MSG/CC.

7.4. Providing Child Care in Family Housing Units. In accordance with AFI 34-276, *Family Child Care Programs*, Section 1.3, any individuals caring for other families'

children a total of more than 10 hours a week on a regular basis must be licensed to provide care in on-base quarters. This does not include:

- Individuals who occasionally provide care for a friend or neighbor.
- Individuals providing babysitting on an occasional basis for other families.
- Teenagers doing evening or weekend babysitting for families.
- Child care provided in the parents' own home.
- Parent cooperatives where one of the parents provides supervision for other parents' children on an exchange basis and no fees are involved.
- Temporary full-time care of a child during a parent's absence for temporary duty or deployment by the person listed on the AF Form 357, Family Care Plan.

Operation of a family child care home in family housing is a privilege authorized only by approval of the 509th Mission Support Group Commander, and must be licensed. If you are currently providing unlicensed care a total of more than 10 hours a week on a regular basis, you must immediately cease and apply for a family child care (FCC) license. Continuing to provide unlicensed child care may result in loss of your housing privileges. If you are interested in becoming a licensed FCC provider, contact the FCC program at 687-1180 or obtain an application packet from the FCC office at 305 Gray Lane.

SECTION H

~~SELF-HELP WORK~~

8.1. General Information. You may do self-help work in your home if the proposed work is relatively simple and is primarily for your benefit. Normally, a self-help project is to improve living conditions and must not generate additional maintenance or repair costs. For example, if your home has metal siding, you should not drill holes, install nails, etc., in the siding for a self-help project. You may be required to reimburse the government for service if housing maintenance is called on to repair damage which you have caused.

8.2. Requesting Self-Help Work. All self-help work requires completion of an AF Form 332, Base Civil Engineer Work Request, which must be approved by the housing office. No work should be accomplished until this procedure has been followed and approval received.

8.3. Standards and Specifications. The housing office can provide standards for authorized self-help projects (fences, satellite dishes, landscaping projects, etc.). An inspector will periodically inspect your project while work is in progress. A certified electrician must complete all electrical wiring.

8.4. Disposition of Improvements. Self-help work installed by an occupant must be removed before final termination unless accepted by the housing office and the incoming occupant. When removing self-help work, your house or area must be restored to its original condition. Ask your housing representative at your pre-final inspection for guidance.

8.5. Basketball Goals. Residents may install portable or pole-type basketball goals. For safety reasons, they must be placed at the top of the driveway. Goals may not be placed in or along the street where accidents or injury might occur. Under no circumstances will basketball goals or backboards be mounted on, or attached to, the housing unit or carport. An AF Form 332 is required and must be approved before installation.

8.6. Fences. Current policy allows for military family housing occupants to install two types of fencing—wood privacy fencing and chain-link fencing. Residents may purchase their own materials, rent fences from contractors in the local area, or, when available, obtain materials from the self-help store.

8.6.1. Self-Help Fencing Materials. Family housing residents are authorized 20 feet of wood privacy fencing from the self-help store to create a privacy blind to the rear of the house. The fencing may extend 20 feet out from the rear of the house, or may be placed on two sides of the patio. Fencing *may not* be used to make an enclosure around the patio. Residents are also authorized up to 100 feet of chain-link fencing from the self-help store to create a fenced area to the rear of

the unit. Fence kits include all posts, concrete and associated hardware.

~~Additionally, chain-link fence kits include a gate. Self-help fencing materials are~~
sometimes limited and may require that you be placed on a waiting list.

Additionally, self-help fencing is generally not offered during the winter months.

8.6.2. Approval Procedures and Digging Permits. Prior to installation, you must submit an AF Form 332 with a detailed drawing of where you intend to install the fence with approximate measurements. Fences may only be installed behind the house and must be flush with the rear of the house. Fences *may not* be installed away from the house to provide a "pen" for pets, etc. Approved layouts and sample drawings/photos are available at the housing office. Once approved, you will be provided with a digging permit which must be coordinated through various agencies. No digging may occur until the AF Form 332 is approved and the digging permit is completed and approved by civil engineering.

8.7. Painting Interior Walls. Before doing any painting in your on-base quarters, you must obtain approval from the housing office using an AF Form 332. Residents wishing to paint interior walls colors other than white may do so after obtaining approval. Paint for such jobs must be purchased at your own expense. Additionally, current housing policy requires that residents who paint interior walls a color other than white must return the walls to the original color prior to termination. *Walls painted a color other than white may no longer be signed over to incoming occupants.* Finally, paint used to return walls to their original white color must be purchased by the occupant. The self-help store will not issue paint for that purpose. It is recommended that only pastel colors be used since they are easier to return to the original condition than dark colors. Small quantities of white interior semi-gloss and flat paint are available at the self-help store for doing minor touch-up jobs. Please be aware that some of our new or remodeled homes may be under warranty for a period of time. While under warranty, restrictions may apply to painting interior walls. Please contact the housing office at 7-1840 for specific guidance.

8.8. Satellite Dishes. Small 18" satellite dishes may be installed in military family housing after obtaining approval using an AF Form 332. Digging permits may also be required, depending on how the dish is to be installed. Digging permits may be obtained from the housing office. All dishes must be installed behind the quarters either on free-standing poles or affixed to fences. They may not be attached to the house in any way, and may not be installed beside or in front of the quarters. Special permission may be granted to place satellite dishes in locations other than behind the house when placing it behind the house prevents reception. Residents are required to supply a written certification from the satellite company technician detailing why the dish cannot be installed behind the house before the request will be considered. There is no guarantee that such requests will be approved.

8.9. Self-Help Patios. Self-help patios will be installed to the rear of the quarters and will not be visible from the street. Patios will not be installed in the front or along driveways. An AF Form 332 with a drawing attached showing proposed placement of the patio must be approved by the housing office prior to installation.

8.10. Storage Sheds. All sheds must be neat and clean in appearance, of sound construction and color-compatible with the quarters. Minimum size of the storage shed is 8'x6'x5' (LxWxH) and may not exceed 10'x18'x8'. Roofs on storage sheds may be gambrel or gable. Storage sheds may be either galvanized metal or wood. Metal storage sheds must be securely anchored. Sheds must be located behind the unit. For fire safety, sheds must be placed at least 10 feet away from the housing unit. Storage sheds installed by occupants of family housing must be kept in good repair at all times. They must present a neat, clean appearance, and not detract from the neighborhood. An AF Form 332 with a drawing attached showing proposed placement of the shed must be approved by the housing office prior to installation.

8.11. Wallpaper/Border. Wallpaper and borders may be installed in your on-base quarters after obtaining approval from the housing office using an AF Form 332. Such work is done at the occupant's expense. Materials for this type of project are not available through the self-help store. *Wallpaper and borders must be removed prior to termination from housing and may not be signed over to incoming occupants.* Additionally, walls must be returned to their original condition, including repainting, if necessary. As noted above, some of our new or remodeled homes may be under warranty for a period of time. While under warranty, restrictions may apply to installing wallpaper and border to interior walls. Please contact the housing office for specific guidance.



DO NOT ACCOMPLISH SELF-HELP WORK WITHOUT KNOWING THE STANDARD AND OBTAINING APPROVAL IN ADVANCE..

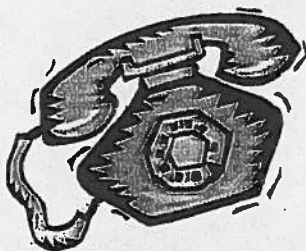
SECTION I

TERMINATION OF FAMILY HOUSING

9.1. Giving Notice. We ask that you give us 30-45 days' notice prior to vacating your on-base quarters. Exceptions are made for short-notice PCS moves. When you know you are leaving, please do not wait for orders to call or visit the housing office for departure arrangements. If you notify us promptly, we can schedule a prefinal and final inspections at your convenience and ours, and can help with your upcoming move. Remember to ask us about relocation assistance for family housing and community housing at your next location.

9.2. Pre-Termination Inspection. This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the housing representative also identifies normal maintenance to be accomplished between occupants and identifies damages above normal wear and tear. The housing representative will also be able to discuss cleaning standards.

9.3. Final Inspection/Termination. Your final inspection from housing will not be a "white glove" inspection. It is simply an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pre-termination inspection. The Air Force has established cleaning standards, and we apply the standards equitably regardless of your grade or position. Cleaning standards are minimized for homes scheduled for demolition or major renovation. If you will be unavailable at your final inspection, notify the housing office in advance. They will provide guidance, but remember, *you are solely responsible for your final clearance from family housing.* If for any reason you don't pass your final inspection, please contact the housing office at 687-7692/4418/4420 as soon as possible to schedule a recheck. The recheck must occur within 24 hours of the original inspection.



Quick Reference Numbers

Ambulance	911
Charter Communications (New Cable Service)	1-888-871-4485
Civil Engineering Customer Service	687-6350
Community Housing (Rentals, Etc.)	687-4421
Directory Assistance (Whiteman AFB Operator)	687-1110
Entomology (Pest Control)	687-6367
Fire Department (To Report A Fire)	911
Hospital Appointment Desk	563-9100
Emergency	911
Housing Inspectors	687-5319/4416
Housing Maintenance	563-2477
Housing Management Office	687-7692
Law Enforcement Desk	687-3700
Emergency	911
Outdoor Recreation & Supply (RV Lot)	687-5565
Resource Recovery & Recycling Program	687-2017/6253
Self-Help Store	687-4173
Southwestern Bell Telephone (For Phone Service)	1-800-464-7928
Special Trash Pickup (Bulky Items)	687-2627
Telephone Repairs	563-2477
Veterinary Clinic	687-2667
Visitor's Center (Spirit Gate)	687-2833